

Institute for Medical Research, Inc.	Policy on Residual Funds	No.	705
		Effective Date	4/14/09
		Revision Date	5/11/13
		Final Approval	Approved by IMR Board of Directors: 4/14/09

Purpose

To establish IMR's policy for residual funds.

Scope

IMR Board of Directors, IMR administrative staff and Investigators

Policy

Funds provided to IMR for the general support of an investigator's research or education activities and funds remaining from completed projects are generally referred to as "residual funds" and held in "general research or education" accounts. Use of such funds for general research and education purposes is predicated on first fulfilling all requirements specified by the sponsor or any other donor at the time funds are initially received by IMR. Residual funds may be used only for scientific and professional expenditures and must further the conduct of VA-approved research or education.

Procedures

After completion of the research project for which funds are originally received, residual funds, if any, remaining in the project account are reclassified as "unobligated" or "miscellaneous" and may be used for the general support of research and education activities of principal investigators. In the donor acknowledgement letter or other communication, IMR informs the project sponsor that the principal investigator will be allowed to utilize the remaining balance of funds following completion of the project for the general support of the investigator's research and/or education at the VA facility.

After the project account is closed, residual funds may be transferred within IMR to other active research or education project account(s) for the same principal investigator or may be given to another DVAMC investigator by transferring the balance to another general research account in the new investigator's name. All expenditures must be consistent with policies and procedures established by the IMR Board of Directors and are subject to approval by the Executive Director.

If an account holder has had no activity (i.e., no expenditures on VA research or education activities) in a residual account in a 24 month period the account holder will be notified in writing by the Executive Director. In this communication, the account holder will be advised that there has been no activity in the last 24 months and will be asked to provide a plan for spending. The spending plan must include expenditures that occur within the next 6 months. Exceptions to this 6 month spending plan must be outlined in the response letter by the account holder approved by the Board. Unless waived by the Board, if expenditures do not occur within the 6 month period the entirety of the residual funds will be swept into the IMR administrative account.

An investigator must be the principal investigator or co-PI on at least one active VA research or education project in order to maintain, and request expenditures from, a general research account. Exceptions will be made only upon approval of the IMR Board of Directors.

In the event an investigator ceases conducting research, retires, dies or otherwise terminates his or her employment at the VA facility, or with IMR itself, all residual funds remaining in the investigator's general research account are to be transferred to another investigator or will be transferred to an IMR administrative account and used at the discretion of the IMR Board of Directors. All funds provided to IMR are intended to support VA projects and research and/or educational activities at the VA facility. IMR does not allow transfer of residual funds or corporation-owned equipment to any other organization other than a VA NPC.